

NGT/PB/672/Admin/2018/1199

16 March, 2020

Sub: Advertisement for engagement of Office Assistant and Stenographers on contractual basis in the National Green Tribunal, Principal Bench, New Delhi – reg.

Applications are invited from the eligible candidates for engagement of Office Assistants and Stenographers purely on contractual basis, initially for a period of six months, which may be further extended depending upon the performance/ requirement or as may be decided by the Competent Authority as per the following criteria.

Sl. No	Name of the posts & Number	Eligibility	Age Limit	Remuneration
1.	Office Assistant Post - 09	Bachelor Degree from recognized University having Computer Knowledge.	21 to 30 years (Age relaxation can be given to the deserving candidates depending on their merit & experience of having worked in environmental bodies.)	Rs. 24000/- (consolidated) per month
2.	Stenographer Post - 04	<u>Essential Qualification:</u> (a) Graduation in any stream from Recognized University. (b) Proficiency in English stenography 80 w.p.m. & typing speed 40 w.p.m. <u>Desirable:</u> Candidates having experience in court proceedings and legal terminology with computer knowledge	21 to 30 years (Age relaxation can be given to the deserving candidates depending on their merit & experience of having worked in environmental bodies.)	Rs. 24000/- (consolidated) per month or more depending upon experience, qualification and merit of the Candidate.

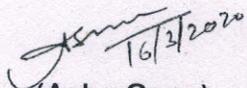
2. The terms and conditions for the above engagement shall be as follows:

- The person engaged shall perform their duties as assigned by the controlling officer from time to time.
- The working hours of the NGT shall be from 9:30 AM to 5:00 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM with Saturday working (except 2nd Saturday).
- One casual leave shall be given in a month, to be availed with prior permission.

J. S. Singh
16/3/2020

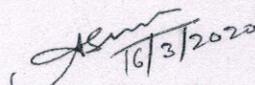
- iv. In special circumstances, they can be called for service on holidays or duties can be assigned beyond normal working hours. They are required to mark the biometric attendance.
- v. The period of contractual engagement, initially, will be for 6 months. Further continuance will depend on their performance to be decided by the Competent Authority.
- vi. National Green Tribunal, Principal Bench shall have the right to examine/review the service rendered by him.
- vii. He/She shall perform his obligation with all necessary skills, diligence, efficiency and economy.
- viii. During the term of service, he/she shall not engage himself in any private business or professional activity which could conflict with the interest of the Tribunal .
- ix. He/She shall treat all the information as confidential and use the same only for the purpose of the performance of service.
- x. The service can be terminated at any point of time, without giving any notice and assigning any reason thereof.
- xi. The engaged persons, if absent from duty for more than seven days without intimation and approval of leave, shall be liable to be dismissed from engagement without giving any notice.

3. Interested persons may submit their applications with the particulars in the enclosed/prescribed format along with relevant documents to the **“Registrar General, National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi – 110001”** on or before 30-03-2020.


16/3/2020
(Ashu Garg)
Registrar General

Copy to:

1. PPS to Hon'ble Chairperson
2. PA to Ld. Registrar General, NGT, PB, New Delhi
3. Ld. Registrar of Zonal Benches, to notify on the Notice Board.
4. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi.
5. Ld. Deputy Registrar, NGT, PB, New Delhi
6. All Section In-charge, NGT, PB
7. Computer In-charge for uploading on the website
8. Guard file
9. Notice Board
10. Concerned Office File


16/3/2020
(Ashu Garg)
Registrar General

National Green Tribunal/राष्ट्रीयहरितअधिकरण
Principal Bench/प्रधानन्यायपीठ
Faridkot House/Copernicus Marg/फरीदकोटहाउस, कॉपरनिकसमार्ग,
New Delhi/नईदिल्ली-110001

APPLICATION FORM FOR ENGAGEMENT OF OFFICE ASSISTANT & STENOGRAPHER

NOTICE DATED: 16/03/2020

POST APPLIED FOR : _____



1. Name (in block letters) :
2. Father's/ Husband Name :
3. Gender : (Male/Female)
4. Category GENERAL/ OBC/ SC/ ST
5. Postal Address (For correspondence) :
6. Contact No. (Mobile & Landline) :
6. Permanent Address :
- (Alternative Contact No.) :
7. E-mail id :
8. Fax No. :
9. Date of Birth :
- Years Months Days
-

10. Educational Qualification:

Exam Passed	Board/ University	Year of passing	Subjects	Division	Percentage

11. Professional Qualification:

Exam Passed	Board/ University	Years of Passing	Subjects	Division	Percentage

12. Experience:

Post held	From	To	Scale of Pay/ consolidate pay	Ministry/Department	Subject handled (in brief)

13 Any Other Information
(Please attach
separate sheet, if
required)

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DECLARATION

I solemnly do hereby affirm and declare that the information given above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/ selection/ engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the Tribunal may deem fit and proper.

Date:.....

(Signature)

Place:.....